

Admissions Policy and Selection Criteria

Criteria for Enrolment

- a) The students must be aged 12 years by January 1st in the calendar year following the student's entry into first year. (Birth certificate required)
- b) The Board of Management shall have regard for the Department of Education & Skills' directives concerning class size, staffing provisions, and other relevant requirements concerning accommodation such as physical space the health, welfare and safety of students.
- c) Coláiste Iognáid, as a co-educational school, aims to operate a policy of gender equality.

Procedure:

Enrolment must be by way of written application on the official Application Form and the following procedures apply.

1. **Fully completed application forms must be submitted not later than the closing date which is the 30th of September for 2016 – 2017.**
 2. The closing date is published annually in the local papers. No priority is given to those who apply earlier than others; the College does not operate a first-come first-served policy.
 3. There will be an **Open Evening on the 3rd of November** at which the College authority will explain the nature of the educational experience and provision that Coláiste Iognáid makes available to the students.
 4. Application must be made for either the English or the Irish section of the school.
 5. First offers are made by post to the home address not more than 21 days after the Open Evening. (If further places become available the second offers are made immediately and will be subject to the same time constraints and procedures as outlined below)
 6. These offers must be accepted by the date specified – i.e. within 10 days of receipt of place offer.
 7. A place is confirmed:
 - a) when the acceptance form is completed and signed
 - b) when the registration fee of €200 is submitted (Parents experiencing difficulty with this payment should approach the Principal.)
 - c) when a birth certificate is submitted
- Failure to adhere to the administration procedure may result in an offer of place being withdrawn.
7. Students who have accepted places are then invited to attend for an assessment examination.

This is to ensure mixed ability groups in the English section of the School. Attendance at the test is an obligatory part of the admissions procedure.

Decision Making:

The decisions relating to applications are made by the school principal in accordance with this policy.

This is delegated to the Principal as Secretary to the Board of Management.

The Board of Management will set a figure each year for the number of students to be accepted into First Year – that figure depends on the overall number of students in the school and the overall capacity for which the school was designed. **For the year 2015– 2016 the figure is set at 104, i.e. 4 classes of 26. The maximum number of pupils in the school is set at 624.**

Since the number of applicants normally exceeds the number of places available, pupils are accepted in accordance with the criteria, and in the order, set out below.

1. Brothers and sisters of present and past students of Coláiste Iognáid.
2. Sons and daughters of staff and retired staff, nieces and nephews, grand-nieces and grand-nephews of Jesuits.
3. Sons and daughters of past pupils of Coláiste Iognáid – i.e a parent who has completed his/her education in Coláiste Iognáid (i.e. minimum of 3 years at the school)
4. Because of the special relationship between Coláiste Iognáid and Scoil Iognáid, places will also be offered to the pupils of Scoil Iognáid, in as far as is possible, but no automatic right of entry exists.

Where the number of applicants, in 1 to 4 above, exceeds the number of places available, offers will be made to those in category (4) above on a random selection basis. This selection process will be independently witnessed.

5. In the case where places remain after those who fulfil the above criteria have been accommodated, offers will be made to applicants on the waiting list who have complied with the procedures set out above, on the basis of random selection. This selection process will be independently witnessed.
6. Late applications will only be considered when all on-time applicants have been accommodated. Late applications will be placed on a waiting list in the order in which each completed application is received. Any available places will be offered on a first-come, first-served basis.

Four places are reserved at the discretion of the Trustee, namely the Irish Jesuit Provincial.

In the case of an application for one of the four places reserved at the discretion of the Trustee, it is imperative that such candidates post their letter of application to Fr. Tom Leyden, S.J. Provincial Offices, Milltown Park, Sandford Road, Dublin 6.